

Proposed
by DDPProposed
by O/Compt4/24/61
Dispatch

15

A Allotment Files U.V.

1) Advances

2 Allotment Control Ledgers

3 yrs

1 FY x

10 yrs (retire after 3 yrs.) / 10 yrs.

F Obligation Copies

3 FY

1 FY x

i Station Monthly Accty Files

1. Summary Accty Rpts Schedule

3 yrs

Class A 1 yr x

no provision

Class B 3 yrs x

2 Vouchers, receipts & related documents

3 yrs

Class A 1 yr x

no provision

Class B after audit x

j. Station Financial Accty Ledger

a. 1. Voucher Register & Control Journal

3 FY

15 yrs. x

2 Subsidiary Ledger
Expense & Obligation
subsidiary ledger

3 FY

3 yrs

Cash on hand Sub. Ldg.

b. all others

3 FY

1 yr. x

Additional items proposed by O/Komple
They are covered from
Logistics angle.

after audit

~~General~~
Property Acceptability Recds.

a General Ledger

12 yrs.

b Posting Journal

12 yrs.

c Requisition Control Record

12 yrs

d Property Acctg Repros files

1 yr

e Property Acctg Voucher File

2 yrs.

f Property Control Register

2 yrs.